



HEARING OFFICER FOR TRANSPORTATION OPERATIONS

Department: Aviation
Unit: 2360
Level: 5

Supervisor's Title: Manager,
Transportation Operations
Supervises: No Staff

The Hearing Officer for Transportation Operations will oversee all ground transportation violations which are issued by the Transportation Department or Massachusetts State Police.

ESSENTIAL JOB RESPONSIBILITIES

Coordinate with State Police Hackney Officer

- Sort, Adjudicate, and hold hearings for any taxi driver who has received a violation at Boston Logan International Airport
- Record the hearing outcome in the drivers file and ensure the State Police are made aware of the hearing decision.

Coordinate with Transportation Business Manager- Transportation and Private Carrier Assistant

- Research any outstanding violations for companies that have ground transportation contracts with Massport
- Hold hearings for companies that have any outstanding violations or fines, to ensure the outstanding balances are paid in full.
- Follow the guidelines from the 740 CMR's, and if any company has gone over the number of violations received in the year, an administrative violation will be issued.
- If a company does not follow the rules and regulations, then the company will be suspended from doing business at Boston Logan International Airport.
- Keep records on each company

Coordinate with Transportation Business Manager- Transportation and Senior Supervisor, Administrative Duties/ Private Carrier Operations.

- Works with the Transportation Revenue Coordinator, tracking all violations and payments received.

**Have constant communication between Massport and the Transportation Industry, i.e taxi, livery drivers, and App Ride Companies.
Work with Parking Violations as needed.**

Perform other duties as assigned.

Will safeguard all protected information in accordance with all applicable federal and state regulations and Massport policy and procedures.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

High School Diploma or equivalent work experience required.

Experience

Working knowledge of the taxi, livery, and App Ride industries.

SKILLS AND COMPETENCIES

- Ability to obtain a Massport Security Badge.
- Ability to pass a Massport controlled substances test and security background checks.

WORKING CONDITIONS

Environmental Parameters: Ability to work in an office environment within an airport environment with conditions which may include: fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65-100.

Physical Demands:

Strength: Ability to lift up to 30 lbs.

Type: Sedentary work ability to perform administrative duties, typing, and filing. Ability to lift, carry, push, pull, or otherwise move an object. Work involves walking, standing, and driving for brief periods of time.

WORK SCHEDULE: Ability to work a 37.5-hour work week. Ability to meet fluctuating workload demands as necessary.